

THE WOODLANDS TOWNSHIP

Board of Directors Meeting

PLANNING RETREAT

May 16, 2013

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in special session, open to the public, on May 16, 2013, posted to begin at 10:30 a.m. The meeting was held in the Board Chambers at the office of The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:

Bruce Tough

President/General Manager:

Don Norrell

Vice Chairman:

Peggy Hausman

Staff/Advisors:

Kim Cogburn

Taunya Jacques

Miles McKinney

Mike Page

John Powers

Monique Sharp

Bret Strong

Susan Welbes

Renee Williford

Nick Wolda

Secretary:

Ed Robb

Treasurer:

Gordy Bunch

Directors:

Mike Bass

Nelda Luce Blair

Jeff Long

1. Pledge of Allegiance;

The Board dismissed with the recital of the Pledge of Allegiance.

2. Call meeting to order;

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Chairman Tough called the meeting to order at 12:44 p.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouses of Montgomery County and Harris County and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas.

The roll was then called of the duly elected members of the Board with all members present. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

3. Receive, consider and act upon adoption of the meeting agenda;

Chairman Tough proposed that agenda item #7 be placed after Public Comment. There was no objection from the Board.

Motion by: Director Mike Bass moved to adopt the agenda as amended.

Second by: Director Jeff Long

Motion passed unanimously (7-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

4. Recognize public officials;

No public officials were recognized.

5. Public comment;

There was no public comment.

Note: The following agenda item was taken out of order.

7. Review of legal services and related 2014 budget considerations;

Don Norrell, President/General Manager of The Woodlands Township, presented background information on this item. Mr. Norrell commented that staff recommends that the Board retain the services of the current three legal service providers and then move most of the general counsel services to an in-house "Township General Counsel" at the latter part of 2013 or in early 2014.

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The move to in-house legal counsel would require retaining the services of an experienced "city attorney" along with a paralegal/administrative assistant position. The budget for legal services would cost approximately \$259,000 for salaries and benefits. Build out for needed office space would cost approximately \$50,000.

Mr. Norrell then reviewed a summary of job responsibilities for the proposed Township General Counsel position. The Board then discussed staff recommendations for contracted legal services using a Request for Proposal (RFP) process that was considered by the Board in February 2013, but tabled to the Board's May meeting.

Board discussion followed. There was concern that the salaries/benefits for in-house legal counsel were too low. The Board requested that staff further evaluate in-house legal counsel salaries and benefits.

Following feedback from the Board, the Chair directed Mr. Norrell to place the RFP regarding legal services for covenant administration/parks and recreation, employment law, and general counsel on the May 22, 2013 Regular Agenda. The Board will discuss the matter of hiring in-house legal counsel during the 2014 Budget Session.

Chairman Tough then invited Mike Page, legal counsel with Schwartz, Page and Harding and Bret Strong, legal counsel with The Strong Firm to provide comment.

6. Receive five year plan and budget objectives for 2014;

Monique Sharp, Assistant General Manager of Finance & Administration for The Woodlands Township, used a PowerPoint presentation to provide the Board with a high level and quick overview of the 2013 Budget Five-Year Plan.

Following Ms. Sharp's presentation, Don Norrell discussed changing conditions in the area of transportation planning that may have an impact on the Five-Year Funding Plan. Mr. Norrell commented that the Board may want to consider creating a separate transportation fund or "enterprise fund," establish an annual budget appropriation to be used to fund transportation projects and future operating requirements and appropriate staffing to handle grant management and reporting responsibilities. Board discussion followed.

The Board then briefly talked about water management and conservation. The Board agreed to continue to advance the existing water management and conservation programs currently in place and to consider adopting policies, plans and budget regarding enhanced water management and conservation. Board discussion followed.

Next, Ms. Sharp briefly discussed the Township's Operating Reserve, Capital Asset Reserve and Economic Development Reserve. The Board was asked to provide general direction to staff on how to use the reserves. Board discussion followed.

8. Review of annual Governance Assessment Report;

Don Norrell provided the Board with a brief report on this item. Mr. Norrell commented that an evaluation of current conditions to determine if there is any community issue that would warrant a reconsideration of the Township's governance structure was made. At present, most issues have been resolved within Level 1 and Level 2 of a four level governance model. No issues have been identified that would indicate the need to escalate to Level 3 or Level 4 of the governance model.

Note: Director Long left the meeting at 2:30 p.m. and Vice Chairman Hausman left the meeting at 2:45 p.m.

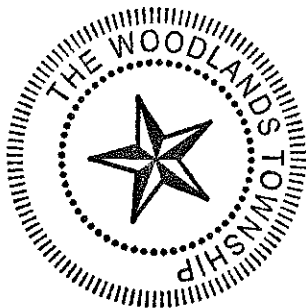
9. Adjournment

Motion by: Secretary Ed Robb moved to adjourn the meeting at 2:50 p.m.

Second by: Treasurer Gordy Bunch

Motion passed unanimously (5-0).

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	absent		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Directors)	x		
Blair, Nelda Luce (Directors)	x		
Long, Jeff (Directors)	absent		



A handwritten signature in black ink, appearing to read "Ed Robb", with a horizontal line underneath it.

Ed Robb
Secretary, Board of Directors